



ARMY INSTITUTE OF EDUCATION
M-1, POCKET P-5, SECTOR CHI 2, GREATER NOIDA, (UP) 201310
Website: www.aie.ac.in e-mail: aie@awesindia.edu.in
Phone : 0120-2343741-42

VACANCY NOTICE: OFFICE SUPERINTENDENT

Post & Vacancy	Salary	Eligibility/ Qualification /Experience
Office Supdt (OS) - 01 (One) (Contractual)	Rs 22,000/- per month Consolidated.	<ol style="list-style-type: none">1. For an ESM, the applicant should be of JCO Clerk category below 55 years of age at the entry level. In case of a civilian the applicant should be below 45 years of age, and a graduate with seven years of experience.2. The applicant should be medically fit for the job description.3. Minimum 15 years of experience in office management as head clerk with high proficiency in staff duties, drafting and IT. Out of 15 years' experience, it is desirable if an applicant has had at least five years' experience in handling of accounts.4. Has adequate and functional knowledge of computers and should be able to work effectively in MS Office, Word, Excel, PowerPoint, etc.5. Should not have any disciplinary history while in service or otherwise.

Eligible candidates are required to apply as per format to **Principal Army Institute of Education**. Download the application form from : www.aie.ac.in Submit filled application form along with resume and education qualification certificates on or before **10 Oct 2025 1400h**).